



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON FORT A.P. HILL
18436 4TH STREET
FORT A.P. HILL, VIRGINIA 22427-3114

REPLY TO
ATTENTION OF

IMPH-FM

28 February 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Letter #34 - Fort A.P. Hill Recreational Lodging Reservation

1. Applicability: This policy applies to Fort A.P. Hill Family and Morale, Welfare, and Recreation Lodging facilities.
2. Proponent. Directorate of Family and Morale and Welfare and Recreation, Lodging Division, extension 8335.
3. Reference. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, Chapter 7-1, 24 September 2010.
4. Policy.
 - a. Fort A.P. Hill Recreational Lodging program provides access to the quality natural resources of Fort A.P. Hill for qualified Family and MWR recipients as defined by Army Regulation 215-1. As demand for recreational lodging has certainly increased over the past decade, the following policy is defined to not only ensure compliance with Army Regulations, but also ensure a degree of equity within the Army family.
 - b. In addition to patron eligibility as defined in AR 215-1, Ch 7-1, the following program controls will be in force:
 - (1) Eligible patrons will only be allowed to make reservations six (6) months in advance.
 - (2) There is no prioritization of lodging facility usage by rank, grade, or status.
 - (3) A valid eligible ID card is required at the time of reservation. Eligible patrons with an ID card will only be allowed to sponsor up to the maximum listed capacity of the rented lodging facility. In other words, an ID card holder cannot sponsor use of multiple cabins.
 - (4) Lodging reservation clerks will verify an eligible patron telephonically when the reservation is first made and then again when the patron is checking in. If at that time, the patron is not an eligible patron, their entire reservation will be cancelled and they will be charged for the first night.

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(5) Each facility can be rented for no more than 30 continuous days. Patrons wishing to stay longer must place reservations only after initial arrival and must relocate to an alternate facility.

(6) No shows will be charged for first night's rental fee for unused rental facilities. Failure to pay for no show will result in loss of future Family and MWR privileges until account settlement.

c. Front Desk Clerks will be responsible for confirming the purpose for lodging (see above) inquiries. The reservation will then be classified under the correct timeframe and processed pending availability.

5. Point of Contact. All questions concerning this policy are to be forwarded to Kris D'Alessandro, Director of Family and MWR at 804-633-8207.



PETER E. DARGLE
LTC, AR
Commanding

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